

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2001/08/09 : CIA-RDP78-05399A000200030011-0/1639

17 MAY 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Establishment of a Media Center in the
Headquarters Building

REFERENCE : Memo dtd 12 Apr 74 to DD/M&S fr DTR,
Subject: Same

1. The Office of Logistics (OL) would like to make certain comments regarding subject and reference.

2. OL has an existing requirement for 1,000 square feet of space to move and enlarge the Office of Training (OTR) Language Laboratory from room 1D1609 in order to accommodate the Office of Joint Computer Support ORACLE computer support requirement in the 1D1600 area. No specific area has been identified for the language lab relocation; however, we hope to be able to free suitable space on the first floor. The OTR Media Center levies a total requirement of 1,300 square feet of space and supersedes and includes the space requirements for the language lab.

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3. A special project of the Office of Development and Engineering now occupies some 7,000 square feet of space on the fifth floor of the Headquarters Building and has been proposed to be relocated to the [REDACTED] Should this relocation occur, we will then be able to perhaps effect a "trade" with some first floor residents for suitable space for the OTR Media Center. As may be seen, we are dependent upon the actions of other Agency elements before we can commit ourselves to a date and specific area for the establishment and location of the Media Center.


4. We agree with OTR on the desirability of the Media Center and see no insurmountable problems other than those of

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timing. Early resolution of the proposed project's move would certainly enhance the capabilities of this Office to meet the September deadline for establishment of the Media Center.


Francis J. Van Damm
Director of Logistics

Att
Reference

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